

CASON  
MB  
-F 17

Government  
Publications

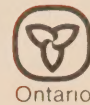






CA 2011  
MB  
- F17

# Fact Sheet



Management  
Board  
of Cabinet

## CONSULTING SERVICES DIRECTIVE (O.M.A. 50-3A)

### 1. MAJOR DIRECTIVE ISSUES

#### APPLICATION AND SCOPE:

- Previous management, technical and systems consulting directives have been replaced by one new directive.
- The new directive delegates substantial authority to ministries and contains an option to allow ministries to develop their own directives.

#### MANDATORY REQUIREMENTS:

- A firm agreement ceiling price must always be established to obtain specific results.
- Changes to agreement ceiling prices should not occur.
- Follow-on agreements without tender are allowed under certain conditions.
- Competition is required for agreements over \$25,000.
- For agreements over \$250,000:
  - Management Board approval is required initially;
  - Management Board approval is required prior to agreement award only if indicated at the initial approval stage.
- An annual report to the Management Board is required on specific consulting assignment issues.

### 2. MAJOR IMPLEMENTATION ISSUES

- The roster/rotation method of selecting consultants can only be used subsequent to Management Board approval of a ministry's roster/rotation procedures.
- Ministries will likely need to establish a system to centrally monitor information on each consulting assignment in order to provide the required annual report to the Management Board.

- The directives are effective January 1, 1986, for those ministries that choose to use them. In any case, you should insert the two new directives into the current Ontario Manual of Administration according to the directive numbers.
- The directives are mandatory for all ministries as of April 1, 1986. At that time the O.M.A. directives dealing with Management Consulting Services (50-3), Technical Consulting Services (50-4) and Systems Development Services (50-5) should be removed from the O.M.A. since they no longer apply.

## **2 OTHER MAJOR ISSUES**

- A guideline is available from the Management Board entitled: Consulting Services: A Manager's Guide.
- Training sessions will be conducted by the Management Board staff beginning in February, 1986.

## **4. CONTACT**

Ron Binsell (586-2079)



~~Shore~~  
CA-20N  
MB  
F17

# Fact Sheet



Management Board of Cabinet / Conseil de gestion du gouvernement de l'Ontario

November 25, 1986

## WHAT DO I DO WITH MY ONTARIO MANUAL OF ADMINISTRATION?

Now that you have a new set of Management Board of Cabinet Directives and Guidelines, you're probably wondering what to do with your obsolete Manual of Administration.

### OMA policies

Since the policies have either been revised, reissued or deleted, just deposit the contents of your OMA into a Ministry of the Environment recycling bin.

### OMA binders

Management Board will issue a number of guidelines in the coming year to support its various new directives. The guideline binder sent to you today should become full before very long. To provide extra storage space for guidelines, we suggest you retain your OMA binder and refit it with the plastic "guideline" sleeve included with your set of new directives and guidelines.



# Fact Sheet



Management Board  
of Cabinet

Conseil de gestion  
du gouvernement  
de l'Ontario

November 25, 1986

- Effective immediately, the Ontario Manual of Administration, Volume I, is replaced by two publications:

Management Board of Cabinet Directives  
Management Board of Cabinet Guidelines

- Each publication is distributed in its own binder.
- The number of directives has been reduced to 41 from 65.
- The Directives' binder sent to you today contains the following:

New directives:

Accountability  
Internal Auditing  
Organization at the Executive Level  
Major Information Technology Projects

Amalgamation of  
former OMA policies:

Supplies, Equipment and Services  
Consulting Services  
Travel, Meal, Hospitality and Membership-Fee Expenses  
Establishment and Scheduling of Agencies  
Administration of Agencies

Revised directives:

Expenditure Management  
Manpower Management and Control  
Managing by Results  
Establishment and Use of Common Services  
Research and Development Services  
Advertising and Creative-Communications Services  
Government Appointees  
Royal Commissions

Reissued directives:

Affirmative Action for Women Crown Employees  
Capital Expenditure Evaluation  
Program Costing  
Non-tax Revenue  
Banking and Finance Arrangements  
Acquisition of Real Property  
Identification and Disposal of Surplus Real Property  
Interim Property Management  
Upkeep of Government Accommodation  
Provision of Government Accommodation  
Use and Occupancy of Government Accommodation

more >



Office Space Standards  
Parking  
Visual Identity Program  
Use of the Official Languages of Canada  
Government Publications  
Records Management  
Data Processing Equipment and Services  
Computer Systems and Data Processing  
Microrecording  
Standard Forms  
Statutory and Regulatory Private Sector Records  
Retention Requirements  
Use of the Social Insurance Number

- Guidelines are all new and include:

Consulting Services  
Travel, Meal, Hospitality and Membership-Fee Expenses  
Relocation Expenses  
Organizational Change  
Internal Auditing  
Supplies, Equipment and Services  
Establishment and Administration of Ontario Agencies

- The Expenditure Management guideline is now being printed and will be sent to you in the coming weeks.
- Two more guidelines are now being written and will be distributed in the coming months:

Accountability  
Advertising and Creative-Communications Services

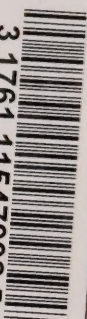
- Additional copies of directives and guidelines can be obtained by calling Judy Morimoto, Management Policy Division, Management Board Secretariat, at 586-2043.
- If you have questions regarding any of the directives or guidelines, call Barry Gardiner, Manager, Administrative Policy, Management Policy Division, Management Board Secretariat, at 586-2044, who will refer you to the appropriate policy officer.







3 1761 11547992 5



DUO-TANG  
50125  
MADE IN U.S.A.